6438

App. F. IX-4

Previous References.

19 56-57
(C.B.)

File No. 434-50

Serial Nos. /

Later References.

GENERAL AND REVENUE SECRETARIAT

Serial Nos. /

Part B for February 1957

SUBJECT

Note by Hon'ble Law and Labour Ministe
in regard to. 1) System of work. 2) Appointment of Stenographers
3) Formation of Typing Branch 4) Centralisation - Re-organisation
of Reception Office 5) Change of Records from Branch to Branch.
6) Introduction of Canteen System & 7) House facilities for Officials.

WD 010861—GPB—25,000—18-9-50

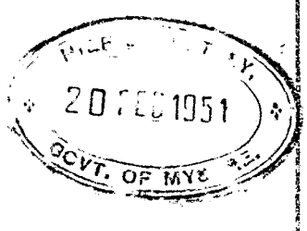
Expediting Despatch of Govt. Business. (165)

[App. F .III-2

General and Revenue Secretariat

File No. 6438/eB of 19

Serial No.



Reference:-

Re. proposals for expediting despatch of Govennment business - Council Note No.C.595/50-51.

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1) The Draft Government Order is all right. The following aspects may however be considered before issue:-

2) II System of Work - 3 Mode of Disposal -

(i) As regards systematic inspections of offices etc.,it is very necessary that the inspections of the several offices should be systematic and regular not only annually but at stated intervals also.

3) (j) Regarding the appointment of stenographers especially in the General and Revenue Secretariat, the Committee has not offered any remarks. The appointment of one or two stenographers in each of the Branches of the Secretariat is however necessary as most of the work could be done in the tappal stage itself.

4) It appears the separate typing branch of the Secretariat which was in existence from a long time has been abolished and one or two typists have now been attached to each of the Branches. This arrangement does not work well and will not help quick despatch of work because, while there will be very little or no work in some branches,the work will be very heavy in certain other branches for the typists to cope up. Considering the volume of work now, it is very essential to revive this branch and two typing branches under the charge of a separate Superintendent to each may be constituted immediately so that they may adjust and manage the entire work of the Secretariat according to the nature of urgency.

5) 6. Contact with the public - Mere issue of press notes will not do. In the first place, it is very essential that the members of the public who enter the

Note.—Contn. Sheet.

(16) Expediting Despatch of Govt. Business

Serial No.

General and Revenue Secretariat in numbers are properly contacted and dealt with. The present arrangement of having one of the officials as Receptionist with some menial staff will not do and is not working properly also as most of the visitors and interviewers do not know the existence of such an office. This Branch should be manned by some responsible gazetted Officer with some ministerial and menial staff. As a matter of fact, he must handle all the visitors and interviewers who enter the Secretariat carefully and can dispose most of them who come as a matter of course and for ordinary matters. This office is working well in the Delhi Secretariat and the same system can be copied here.

6) III. Personnel - Requirements of staff. 2)

(d) Transfer of ministerial and other staff - Transfer of officials within the office after some period from one branch of work to another is very necessary so that no official can think that he is indispensable. Moreover the present system of keeping one individual too long in any place is bad as there will be that difficulty that during his absence on leave or otherwise no other official will be able to deal with that work.

7) 4. Introduction of human incentives to promote efficiency - (b) Canteens and Refreshment Rooms.

8) The Committee's decision is not conclusive. This cannot be so lightly disposed of. As a matter of fact the officials not only in the Secretariat but in other Offices are feeling lot of difficulty in having their own canteens. This suggestion has to be implemented with expedition. The Delhi Secretariat is running a canteen of its own exclusively for the Secretariat Officials under the supervision and management of the Ministry of Labour and is working very well. Such a

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system

Expediting despatch of Govt. Business.

system may be tried here also immediately.

9) (c) Houses for officials - This is a standing cry and cannot be lightly treated. Some comprehensive scheme should be thought of and the officials and menials provided with quarters at some reasonable reht, houses being built by some Government Agency to be spread over some years. This is an important problem and should be tackled at once. Till then, they may be given House Rent allowance.

Chief Secretary)

20/2.

Submitted

10) The note by the Hon. the Law Min^r in para 2 re: inspection of offices may perhaps be incorporated in the order column against item No. 11 System of work - 3 Mode of Disposal, sub cl. 'i' - Page 14 of the Annexure. The Committee have made no remarks in the matter.

11) As regards para 3 of the note - Page 15 of the annexure - sub cl. (j) the Committee have offered no remarks. The Suggestion made by the Hon. Min^r is for consideration. It is for consideration whether this may not be considered separately in the Adm. Rpts., if this were to be made applicable to the Secrt. alone. It is also for consideration whether this could be made applicable to all the Depts alike.

12) The point suggested in para 4

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has nothing to do with the question under issue. and it has to be pursued seperately if approved.

13) Regarding para 5 of the notes:— It appears that by the term Contact with the public is not meant in the same sense as it has been envisaged by the Hon. Minister speaks of publication of Govt work so that the public may know the Scope and activities of Govt activities. Order proposed to be issued appear to be sufficient. Suggestions made in para 5 deal with the reorganisation of the Reception office in the Secrt. and if approved that has to be dealt with separately and it has no bearing on the subject under consideration.

14) Regarding para 6 of the notes:— el.(d) Page 19 of the Annexure:- speaks of Transfers from subordinate officers to superior officers and vice versa. the suggestion made is that officials should be transferred from place to place with in the office after some period so that no official should be retained in the same place for a longer period. for the reasons explained in para 5, if approved, this suggestion may perhaps be incorporated in the orders column against that sub-cl. in the Annexure.

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15) As regards paragraphs 7-8 and 9 of the notes, if approved, ~~the draft~~ action may perhaps, have to be taken separately in the Adm. Sects. on the lines suggested and there appears to be no necessity to modify the draft.

16) To sum up, it appears that ~~Para~~. suggestion made in paragraphs 2, 3 and 6 are directly concerned with the subject under consideration and it is for orders whether any alterations in the draft G.O. to be issued, on the lines suggested, are to be effected.

17) As regards paras 4, 5, 7-8, and 9, if approved extracts will be sent to the concerned Adm. Sectt. for further action.

18) Submitted for perusal and orders.

HOD 21.2.57

19) The note of the Hon'ble Minister may be placed before the Council at the time the subject is taken up ... for consideration.

21.2.57. Chief Secy) 20) TCMR 22/2/57

[Rec'd from Cl. Secy. today. 27.3.57]

Submitted

21) orders on the main file are under issue. For orders whether this need be pursued further and the extracts

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P.T.O

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Serial No.

of Paras 4. 5. 7. 8 and 9 may be forwarded to the Concerned Branches, or whether the matter may be closed.

HPD 27.3.57.

[Recd. instructions from the Supdt]

~~Chief Secy~~) 21) ~~Note~~

Rembonilled

22) Paragraphs referred to above ~~are not bearing~~ are independent of the ~~Question~~ order under issue. The suggestions contained in other paragraphs directly deal with the matter that was under examination. Since orders have already been passed on the main file it seems unnecessary to re-examine them ~~But~~ which are covered by the order that are under issue. Paragraphs 4. 5, 7. 8 and 9 Contain ~~new~~ new suggestions which do not find a place in the recommendations of the Committee. For order re: the point raised in paragraph 20.

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HPD 28/3/57. 23) The new suggestions may be examined by the respective Branches and a decision taken.

28.3.57.

Chief Secy)

JMR 28/3/57

24) Yes. Separately. Extracts to be sent, and a file started on each.

30/3/57

Expediting Despatch of Govt. Business

General and Revenue Secretariat

File No. 6438/es. of 19 (1954) [App. F. III-2

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Serial No.

Issued 3.4.57

Extracts to Adm. Pvr. H.R. and Supp. Offrs are sent up, may be sent there

JHOD 2.4.57

Issue Sd/- 2/4/57

Regn)

Sd/- 2.4.57.

Extracts have been forwarded to the Regr., Asst Secy (Vig.) and P & O for further action. This will be closed if approved. No further action in the matter seems necessary.

JHOD 5.4.57

Yes Sd/- 5/4/57

Sd/- 5.4.57.

Sd/- 6/4/57

NOTE—Contn. Sheet.

x x x x

The Draft Government Order is all right. The following aspects may however be considered before issue:

II System of work - 3 Mode of Disposal -

(i) As regards systematic inspections of offices etc., it is very necessary that the inspections of the several offices should be systematic and regular not only annually but at stated intervals also.

Regarding the appointment of Stenographers especially in the General and Revenue Secretariat, the Committee has not offered any remarks. The appointment of one or two Stenographers in each of Branches of the Secretariat is however necessary as most of the work could be done in the tappal stage itself.

It appears the separate typing branch of the Secretariat which was in existence from a long time has been abolished and one or two typists have now been attached to each of the Branches. This arrangement does not work well and will not help quick despatch of work because, while there will be very little or no work in some branches, the work will be very heavy in certain other branches for the typists to cope up. Considering the volume of work now, it is very essential to revive this branch and two typing branches under the charge of a separate Superintendent to each may be constituted immediately so that they may adjust and manage the entire work of the Secretariat according to the nature of urgency.

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Extract from the notes of Hon'ble the Minister for Law and Labour in file Bearing No. D.No.6438/C.S.

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Introduction of human incentives to promote efficiency - (b) Canteens and Refreshment Rooms.

The Committee's decision is not conclusive. This cannot be so lightly disposed of. As a matter of fact the officials not only in the Secretariat but in other Offices are feeling lot of difficulty in having their own canteens. This suggestion has to be implemented with expedition. The Delhi Secretariat is running a canteen of its own exclusively for the Secretariat officials under the supervision and management of the Ministry of Labour and is working very well. Such a system may be tried here also immediately.

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